

249-AG-3. FORM. INVESTIGATIVE FACT SHEET

I. The Complainant.

Name: _____ Grade: _____ Age: _____

Has the complainant been provided with the Report Form for Complaints of Bullying/
Cyberbullying or Parents/Guardians of Complainant?

Yes No Date Report Form Provided: _____

Has the Parent/Guardian Been Notified? Yes No Date: _____

Attach copy of Notice with acknowledgment of receipt.

II. The Investigator.

Name: _____

Title: _____

III. Nature of Complaint as Described by Complainant.

Date complaint made: _____

Description of improper conduct: _____

Identity of all participants in the improper conduct: _____

Identity of witnesses: _____

IV. Investigation.

Date: _____ Action Taken: _____

Date: _____ Action Taken: _____

Date: _____ Action Taken: _____

V. Conclusions Reached.

VI. Action Taken to Eliminate Improper Conduct.

